

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update
Annual Plan for Fiscal Year: 2002

MN077vol1/2002

**NOTE: THIS PHA PLAN TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Albert Lea HRA

PHA Number: MN077

PHA Fiscal Year Beginning:(mm/yyyy) 04/2002

PHA Plan Contact Information:

Name: Robert A. Graham

Phone: (507) 377 -4316

TDD:

Email (if available): bgraham@city.albertlea.org

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☒ Main administrative office of the local, county or State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☒ PHA development management offices
- ☐ Other (list below)

PHA Programs Administered :

☒ Public Housing and Section 8 ☐ Section 8 Only ☐ Public Housing Only

Annual PHA Plan Fiscal Year 2002

[24CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Contents	<u>Page#</u>
Annual Plan	
i. Executive Summary (optional)	2
ii. Annual Plan Information	
iii. Table of Contents	
1. Summary of Policy and Program Changes for the Upcoming Fiscal Year	2
2. Capital Improvement Needs	2
3. Demolition and Disposition	3
4. Voucher Homeownership Program	4
5. Crime and Safety: PHDEP Plan	4
6. Other Information:	
A. Resident Advisory Board Consultation Process	5
B. Statement of Consistency with Consolidated Plan	5
C. Criteria for Substantial Deviations and Significant Amendments	8
Attachments included in text.	
X Attachment A: Supporting Documents Available for Review	
8	
X Attachment B: Capital Fund Program Annual Statements	
12	
X Attachment C: Capital Fund Program 5 Year Action Plan	
24	
X Attachment D: Resident Membership on PHA Board or Governing Body	26
X Attachment E: Membership of Resident Advisory Board or Boards	27
X Attachment F: Comments of Resident Advisory Board	
28	
X Voluntary Conversion	33
X Deconcentration and Income Mixing	34

ii. Executive Summary

[24CFR Part 903.79(r)]

At PHA option, provide a brief overview of the information in the Annual Plan

There are not any significant changes in the annual plan for the HRA for the fiscal year ending 3/31/03. The HRA will continue to concentrate on occupancy and physical improvements to the properties that are now 30 years old.

The HRA has competition in the LMI housing business through a new family project of 24 family rental townhouses and 162 rental elderly units that do not require occupancy for handicapped or mixed occupancy. Mixed occupancy in a predominantly elderly high rise has resulted in difficulty in marketing to a stable elderly population.

The HRA's goal is to reach 95% occupancy in both the Public Housing and Section 8 programs.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

No policy or program changes are expected in the Plan year.

2. Capital Improvement Needs

[24CFR Part 903.79(g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$286,000.00

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5 - Year Action Plan

The Capital Fund Program 5 - Year Action Plan is provided as Attachment C, with in text.

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B, with in text.

3.D Demolition and Disposition

[24 CFR Part 903.79(h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8	

<input type="checkbox"/> Other housing for _____ units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24CFR Part 903.79(k)]

A. ☐ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24CFR Part 903.7(m)]

Exemptions Section 8 Only PHAs may skip to the next component. PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A. ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____

C. ☐ Yes ☐ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. ☐ Yes ☐ No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.79(r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. x Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are included in attachment F as the minutes of the Shady Oaks Resident's Association.

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included
☐ Yes ☐ No: below or
☐ Yes ☐ No: at the end of the RAB Comments in Attachment ____.

x Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included below:

The residents' concern about the repair of the penthouse water problems and cosmetic improvements to the main floor of Shady Oaks are included in the Capital Fund activities.

☐ Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Minnesota, MHFA

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

1. Assist in the rehabilitation of owner -occupied housing for those with an extremely low or low income:

- a. The Division of Community Development and Housing Administration, the management division of the City of Albert Lea that manages the HRA, participates in the MHFA deferred loan and revolving loan programs to assist in housing rehabilitation.
1. Serving homeless persons:
 - a. The Division collaborates with the Community Action Agency and assists with funding for temporary housing.
 - b. The need to provide additional temporary housing, especially for new workers in the community is a continuing need. The Division collaborates with the Action Agency, Salvation Army, and area churches to help meet temporary housing needs.
1. Serving those with special needs:
 - a. The special needs population is not significant in the community except for persons with mental illness or developmental disabilities that are being de-institutionalized. These persons are being housed in Public Housing and Section 8 programs for those able to live independently.
 - b. For persons not able to live independently, the private market has responded and Supervised Living Facilities have been constructed. The City has modified the Zoning Ordinance requirements to permit Supervised Living Facilities.
 - c. Based on the underutilization of Section 8 Vouchers, there does not appear to be a population that is unserved other than single men or heads of families coming into the community to work and that are employed but need SRO housing on a temporary basis. The Division is collaborating with a new non-profit, Partners in Housing, toward the goal of establishing SRO.
1. Strengthening the community's housing stock:
 - a. Housing construction has increased through the City developing tax-forfeited lots for new home construction. The City has also seen a positive population growth.
 - b. The City has subsidized new subdivisions for private housing development.
 - c. New housing alternatives such as townhouses and assisted living are being constructed. These options help to turn over single family housing for new families, which helps maintain the housing stock.
 - d. The City has participated in a LMI Tax Credit family housing development.
 - e. MHFA housing rehab programs are utilized.
1. Assisting in home ownership opportunities
 - a. The City participates in the MHFA City Participation Program for first time home buyers.
 - b. The City participates in the Freeborn County Family Services Collaborative, which has programs for building families such as wrap-around and home stretch.

1. Assisting in building housing capacity:
 - a. The City participates through TIF and federal Small Cities program to assist private developer in bringing LMI housing onto the market.
1. Preserving Affordable MHFA -Financed Housing:
 - a. The City has two MHFA financed housing developments. Both of these projects have substantial numbers of Section 8 tenant based voucher families in occupancy. This program assists in preserving this housing through its housing quality standards and through an assurance that there will be continued high occupancy in projects that may not otherwise be market affordable.
 - b. A problem with these units is that the owners are letting the rents float above the Section 8 payment standard and the units are becoming unaffordable.
1. Resources that support community development:
 - a. The City maintains an economic development revolving fund to assist in the development of new jobs.
 - b. The City has had significant success in obtaining DTED state and federal grants for industrial development, housing rehabilitation, neighborhood improvement and LMI housing construction.
 - c. The City's management of the HRA has allowed the sharing of professional staff and reduced the total staff costs of operating an independent HRA. The City also provides maintenance vehicles, retirement plans, and health insurance that would not be as available through an independent HRA.

3. PHA Requests for support from the Consolidated Plan Agency

X Yes ☐ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

1. Tax Credits
2. Small Cities grants.
3. First Time Home buyers.
4. Deferred rehab programs
5. Revolving rehab loans.

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

A. The Consolidated Plan of the State of Minnesota supports the PHA plan with those items listed in #2 above.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan: It will be a substantial deviation from the 5 Year Plan when a Board decision is made to change the PHA's mission statement, goals or objectives as identified in the 5 Year Plan, including changes to goals or objectives that effect residents or have a significant impact on the PHA's financial status.

B. Significant Amendment or Modification to the Annual Plan: Changes in the Plans or Policies of the PHA that require formal approval by the Board of Commissioners will be considered reason for an amendment or modification to the Annual PHA Plan.

Attachment A

Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Schedule of flat rents offered each public housing development X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types X check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/ Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI revitalization plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing § 504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99 -52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHA/s participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHA/s participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) X check here if included in the public housing A&O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report (Attachment B)					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN46P07750100 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) X Performance and Evaluation Report for Period Ending: 12/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	201817		146153	146153
10	1460 Dwelling Structures	30000		48120	48120
11	1465.1 Dwelling Equipment — Nonexpendable	30000		16936	16936
12	1470 Non dwelling Structures	10000		36644	36644
13	1475 Non dwelling Equipment	10000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
218	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	281817		247853	247853
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				

Annual Statement/Performance and Evaluation Report (Attachment B)					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN46P07750100 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies			<input type="checkbox"/> Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 12/31/01		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
24	Amount of line 20 Related to Energy Conservation Measures	20000			

Annual Statement/Performance and Evaluation Report (Attachment B)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

[illegible]

AnnualStatement/Performance andEvaluationReport(AttachmentB)
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)
PartIII:ImplementationSchedule

[illegible]

Annual Statement/Performance and Evaluation Report (Attachment B)					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN46P07750101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
X Performance and Evaluation Report for Period Ending: 12/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	20516		0	0
10	1460 Dwelling Structures	232000		0	0
11	1465.1 Dwelling Equipment — Nonexpendable	25000		0	0
12	1470 Nondwelling Structures	10000		0	0
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	287516		0	0
21	Amount of line 20 Related to LBP Activities				

Annual Statement/Performance and Evaluation Report (Attachment B) Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN46P07750101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/01					
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures	217,000			

Annual Statement/Performance and Evaluation Report (Attachment B)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Annual Statement/Performance and Evaluation Report (Attachment B)					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN4607750102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	235,000		0	
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non dwelling Structures	50,000		0	
13	1475 Non dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$285,000			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				

Annual Statement/Performance and Evaluation Report (Attachment B)					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN4607750102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
23	Amount offline 20 Related to Security				
24	Amount offline 20 Related to Energy Conservation Measures	235,000			

PHAName: Albert Lea HRA Albert Lea HRA		Grant Type and Number Capital Fund Program #: MN46P07750102 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MN77-001	Reside scattered sites, windows, decks.	1460	13	235,000				
	Maintenance building	1470	1	50000				

PHAName: Albert Lea HRA Albert Lea HRA		Grant Type and Number Capital Fund Program #: MN46P07750102 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	

Annual Statement/Performance and Evaluation Report (Attachment B) Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHAName: Albert Lea HRA		Grant Type and Number Capital Fund Program #: MN4607750102 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MN077-001	12/31/03			06/30/05			

Annual Statement/Performance and Evaluation Report (Attachment B)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Capital Fund Program 5 -Year Action Plan (Attachment C)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA development planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5 -Year Action Plan		
X Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
Mno 77-001	Albert Lea HRA (PHA wide)	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Remove old garage and construct maintenance building and garage	50,000	2003
Install siding, windows, and decks on scattered sites	700,000	2002
Replace Shady Oaks Air Handling and Air Conditioner	600,000	2004
Remove and replace parking lot at Shady Oaks	120,000	2006
Total estimated cost over next 5 years		1,470,000

Required Attachment D: Resident Member on the PHA Governing Board

1. X Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)
- A. Name of resident member(s) on the governing board: The position is currently vacant. The previous members resigned effective Dec. 31, 2001. They make _____ up of the Board was revised on January 28, 2002 to include 6 members of the City Council and one representative from the residents. The resident representative has not been appointed at this time.
- B. How was the resident board member selected: (select one)?
☐ Elected
X Appointed
- C. The term of appointment is (include the date term expires): One year.
2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis
____ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
X Other (explain): Tenant members resigned after one year. The membership of the Governing Board is being changed to an independent board from members of the City Council serving as the HRA Board. The new board has not been established. It is the goal of the new board to have one member from public housing residents and one member from Section 8 participants.
- B. Date of next term expiration of a governing board member: All current board members will resign when the new board is appointed by the Mayor. The anticipated date is October 1, 2002.
- C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor Bob Haukoos.

Required Attachment ___ E ___: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

The officers of the Shady Oaks Resident's Association will serve as three members of the Advisory Board. The officers and floor representatives are elected annually in January. The minutes of the annual meeting are attached. The Officers and floor representatives meet monthly with the staff. The other members will consist of two appointed residents from scattered site family housing and two participants in the Section 8 program. Because of the limited size of the program, if two residents from scattered sites and Section 8 are not available, the one resident from each program will be appointed and the board will consist of five representatives instead of seven.

The appointments will be made by the HRA Chair upon approval of the HRA Board. This information will be provided as soon as the appointments are made.

Residents that were part of the PHA Plan development and review process include the following:

Bette Tlamka, Ardis Drescher, Margery Bice, Vi Caya, Denis Nielsen, Margaret Hamor, Verna Carlson, Almyra Seath, Mary Freemyer, and Joe Probst. These residents are the board and floor reps for the Shady Oaks Resident's Association.

The Plan was explained at a general meeting of the Shady Oaks residents on January 9, 2002. This meeting at 2:00 PM and a meeting at 7:00 PM was also made available to all 150 scattered site families through an individual mailing. No residents from the scattered sites attended either meeting.

EXHIBIT F, Comments of Resident Advisory Board

**Minutes of Shady Oaks Resident's Association
January 9, 2002
Shady Oaks Community Room**

Call to Order: The meeting was called to order at 2:00 P.M. by City Planner Bob Graham at the request of Resident's Association President Bette Tlamka.

Those present included 34 residents of Shady Oaks apartments, Mayor Haukoos, City Planner Bob Graham, Housing Technician Cindy Johnson, Maintenance Lead Person Mike Westney, Housing Clerk Lorraine Anderson, and City Fire Fighter Eric Anderson.

Election of Officers: Officers selected included President Bette Tlamka, Vice President Ardis Drescher, Secretary Marge ry Bice, and Treasurer Vi Caya. All officers were elected based on a single nomination and casting of a unanimous ballot.

Appointment of Floor Representatives: 2nd floor, Ardis Drescher; 3rd floor, Dennis Nielsen; 4th floor, Margaret Hamor; 5th floor, Verna Carlson; 6th floor, Almyra Seath; 7th floor, Mary Freemyer; and 8th floor, Joe Probst.

The Resident's Association Board includes the officers and floor representatives.

Fire Department Presentation: Albert Lea Firefighter Eric Anderson presented information and procedures in case of fire or other emergency. Resident's are to stay in

their apartment if there is a fire in the building and to leave the smoke doors closed. If the fire is in their unit, they are to leave their unit, close the door and pull the fire alarm. The fire alarm automatically notifies the Fire Department. If residents have a handicap and require assistance, they need to have a fire discon on their door. They can order these through the Shady Oaks office. Elevators should not be used during a fire alarm.

In case of a storm warning, residents should go to the first floor and stay in interior areas away from windows.

Capital Fund Presentation: City Planner Bob Graham reviewed the Annual Plan and Capital Improvements recommended and scheduled for the HRA. He explained that 38 family structures needed new siding and windows. He explained that future projects for Shady Oaks include a handicap opener for the refuse room door, covering the penthouses to make them leak proof and resolving the roof leak problem, interior decorating on the main floor of Shady Oaks including improvements to the refuse room, replacement of the mailboxes, handrails, and improvements to building ventilation. There was general agreement that these projects were priority.

Resident Satisfaction Survey: City Planner Bob Graham explained that some residents may receive the Resident Satisfaction Survey from HUD and that the survey should be filled out and returned to HUD. He asked if there were any questions about the survey and there were no additional comments from the residents. The Planner stated that he would be in the building until 4:00 and then again at 7:00 to answer any personal questions. The residents had previously been notified of these times. (Note: No one from Shady Oaks or the scattered sites showed at the 4:00 or 7:00 times for personal questions.)

Shady Oaks repairs: The Planner explained that the laundry room fan had been removed earlier in the day and that it was being replaced with a new and quieter fan.

HRA Staff: The City Planner introduced the HRA staff present and explained the overall staffing structure. Cindy Johnson was introduced as the Housing Technician for the Public Housing program and it was explained that Cindy is responsible for the daily functions of the rental and maintenance function. She is the person that the residents should contact regarding any of their concerns.

Mike Westney is the Maintenance Lead Person and is responsible for all Public Housing maintenance and assigning work tasks to other maintenance people. Maintenance will only be performed if the request is made through the office.

Lorraine Anderson is the Shady Oaks office clerk and is the one to take maintenance requests and provide general information. All resident concerns are forwarded to Cindy Johnson.

Rents are to be paid by check or money order. Rents may be dropped at the Shady Oaks or the City Hall office. Receipts will be provided on request.

The City Planner serves as the general manager for the HRA. The City Manager is the Executive Director and the HRA Board is made up of the five senior members of the City Council.

Resident Information: Housing Technician Cindy Johnson explained that Shady Oaks rent reviews would take place in January and provided an appointment sign-up sheet. She gave residents the option to have an appointment in their apartment or in the office. Residents stated that they prefer having Cindy come to their apartment because they have their information available in their apartment and more privacy.

Cindy announced that tax day will be February 15, 2002 and residents will be able to get assistance on that day in preparing their taxes.

The residents were reminded about maintaining building security and to close any doors that they find left open and not let anyone into the building unless they know they are authorized and have a purpose. Building guests should be instructed to use the intercom system and not to request the tenants to let them in.

Cindy reminded residents to use their OK cards because it helps to let the floor rep, staff, and neighbors know that they are OK. The cards should be put out in the morning after the resident is up.

Cindy reminded residents to call the office to report any maintenance requests and not to stop one of the maintenance people to tell them. The office needs to make a report of the request and the work assigned to a maintenance person. If the request doesn't go through the office, it is likely that the maintenance won't be done, and there also will not be a correct record of maintenance. The maintenance call should be reported to HUD as part of the annual HUD review and the records are the source of reporting.

If residents have questions or concerns other than maintenance, they are to call Cindy directly and not to report these concerns to the Shady Oaks office.

Resident comments: There was a question as to when the lobby work would begin. The Planner reported that the work was in the design process and should begin later in the summer.

There was a comment about the Arts and Crafts Room chairs. The chairs will be replaced as part of the interior decorating.

There was a comment about use of the parking lot. Cindy Johnson reported that the parking lot is available for residents and guests. There are 44 parking stalls. Residents

are requested to have a parking sticker and are only permitted one vehicle. The Planner reported that the lot would be monitored on a random basis to determine if there is a parking shortage. A better count of active residents' cars will be available after the annual rent review.

Adjournment: The meeting was adjourned at 3:00 PM.

Required Attachment G: Voluntary Conversion Required Initial Assessments.

a. How many of the PHA's developments are subject to the Required Initial Assessments? 1

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 0

c. How many Assessments were conducted for the HRA's covered developments? 1

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:
None

Conclusion of Assessment: The HRA owns and manages 179 Public Housing units. The 50 scattered site family units are in good condition with capital improvements currently underway to provide new siding, windows, doors, and some interior refurbishing. The 129 unit apartment building was constructed in 1972 and has had a major refacing. The building provides affordable housing for low income elderly, singles, handicapped, and others that would find it difficult to find suitable affordable housing in the Albert Lea rental market. There is no reason that this building shouldn't provide decent and affordable housing for the next 30 or more years operated as Public Housing.

There are four Section 8 affordable developments within the City. Two of these are relatively new and still under a subsidy contract, although unit quality is deteriorating. One development is new and is well managed. The fourth development was constructed in 1978 and has not been maintained or managed to the benefit of the tenant. Rents are now above the voucher payment standard, which is set at 110% of FMR.

If these HRA owned apartments and family scattered site units were converted to section 8 tenant based, it is assumed that the units would be sold to private developers and rental companies. Other than the Section 8 Minimum Housing Quality Standards, there is no guarantee that the units would be maintained in good rentable condition at reasonable rates for the long term. The community may therefore lose a sound affordable housing alternative. At this point the low income resident can best be served by the HRA retaining the properties. Rental housing is in short supply in the community and this resource must stay in the marketplace.

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Table Library

Component 3, (6) Deconcentration and Income Mixing

a. Yes X No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any)	Deconcentration Policy (if no explanation)
		[see step 4 at 903.2(c)(1)(iv)]	(if no explanation) [see step 5 at 903.2(c)(1)(v)]